

COST PROPOSAL DOCUMENTS

TABLE OF CONTENTS

File 1 **Contract Pricing Proposal Cover Sheet** (located at :
http://www.netl.doe.gov/business/forms/new/534_1.1.doc)

File 2 **Cost Exhibits**

<u>EXHIBIT</u>	<u>T I T L E</u>
A	Summary of Proposed Costs and Fee by Year
B1	Distribution of RFP Direct Productive Labor Hours (DPLH) For Base Year
B2	Position Descriptions of Direct Labor Categories
B3	Reconciliation of Labor Categories
B4	Labor Hours, Rates and Costs by Contract Year
C1	Fringe Benefit Expense Schedule
C2	On-Site Overhead Expense Schedule
C3	Off-Site Overhead Expense Schedule
C4	General & Administrative (G&A) Expense Schedule
D	Inventory of Personnel as of Date of Proposal Preparation
E	Other Direct Costs (Provided by NETL)

File 3 **Cost Discussion**

Compensation for Professional Employees under Federal Contracts
for Services

Estimating Procedure

Company Compensation Policies

Audit and Contract Administrative Cognizance

OFFEROR:

SUMMARY OF PROPOSED COSTS AND FEE BY YEAR

<u>Cost Elements</u>	<u>Base Period</u>			<u>Base Period Subtotal</u>	<u>Option Period</u>		<u>5 Year Total</u>
	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>		<u>Year 4</u>	<u>Year 5</u>	
Direct Labor (On Site)							
Direct Labor (Off Site)							
Fringe Benefits							
O/H (On Site)							
O/H (Off Site)							
Other Direct Costs:							
Travel							
Training							
Materials & Supplies							
Subcontracts							
G & A Expense							
Total Estimated Cost							
Award Fee							
Total Price							

OFFEROR:

DISTRIBUTION OF RFP DIRECT PRODUCTIVE LABOR HOURS (DPLH) FOR BASE YEAR

<u>SOLICITATION DIRECT LABOR CATEGORY</u>	<u>Offeror's Proposed Hours</u>	<u>Prime Participant #1 Proposed Hours</u>	<u>Prime Participant #2 Proposed Hours</u>	<u>Total DPLH</u>
Engineer/Scientist 1				17100
Engineer/Scientist 2				16200
Engineer/Scientist 3				9000
Engineer/Scientist 4				9000
Business/Engineering Analyst 1				8100
Business/Engineering Analyst 2				6300
Business/Engineering Analyst 3				4500
Business/Engineering Analyst 4				4500
Technical Communications Specialist 1				7200
Technical Communications Specialist 2				5400
Technical Communications Specialist 3				4500
Technical Communications Specialist 4				2700
Administrative Specialist 1				8100
Administrative Specialist 2				6300
Administrative Specialist 3				4050
Administrative Specialist 4				4050
TOTALS				117000
				=====

OFFEROR:

POSITION DESCRIPTIONS OF DIRECT LABOR CATEGORIES

Offeror shall provide brief job position descriptions for all labor categories of Offeror and all Prime Participants as identified on Exhibit B1. The position descriptions shall meet or exceed minimum requirements of the solicitation labor category position descriptions of Section L.

OFFEROR:

RECONCILIATION OF LABOR CATEGORIES

This Exhibit is to be used for a reconciliation of specified labor categories in the RFP to the Offeror's normal labor categories.

<u>RFP LABOR CATEGORY</u>	<u>OFFEROR'S CORRESPONDING LABOR CATEGORY</u>
Engineer/Scientist 1	
Engineer/Scientist 2	
Engineer/Scientist 3	
Engineer/Scientist 4	
Business/Engineering Analyst 1	
Business/Engineering Analyst 2	
Business/Engineering Analyst 3	
Business/Engineering Analyst 4	
Technical Communications Specialist 1	
Technical Communications Specialist 2	
Technical Communications Specialist 3	
Technical Communications Specialist 4	
Administrative Specialist 1	
Administrative Specialist 2	
Administrative Specialist 3	
Administrative Specialist 4	

OFFEROR:

**LABOR HOURS, RATES AND COSTS
YEAR ONE OF BASE PERIOD**

LABOR CATEGORY	Labor Hours		Hourly Rate	Labor Costs		Total
	On-Site	Off-Site		On-Site	Off-Site	
Engineer/Scientist 1	16200	900				
Engineer/Scientist 2	14400	1800				
Engineer/Scientist 3	7200	1800				
Engineer/Scientist 4	7200	1800				
Business/Engineering Analyst 1	7200	900				
Business/Engineering Analyst 2	5400	900				
Business/Engineering Analyst 3	3600	900				
Business/Engineering Analyst 4	3600	900				
Technical Communications Specialist 1	5400	1800				
Technical Communications Specialist 2	3600	1800				
Technical Communications Specialist 3	3600	900				
Technical Communications Specialist 4	1800	900				
Administrative Specialist 1	7200	900				
Administrative Specialist 2	5400	900				
Administrative Specialist 3	3600	450				
Administrative Specialist 4	3600	450				
TOTALS FOR BASE YEAR 1	99000	18000				
	=====	=====				

OFFEROR:

**LABOR HOURS, RATES AND COSTS
YEAR TWO OF BASE PERIOD**

<u>LABOR CATEGORY</u>	<u>Labor Hours</u>		<u>Hourly Rate</u>	<u>Labor Costs</u>		<u>Total</u>
	<u>On-Site</u>	<u>Off-Site</u>		<u>On-Site</u>	<u>Off-Site</u>	
Engineer/Scientist 1	16200	900				
Engineer/Scientist 2	14400	1800				
Engineer/Scientist 3	7200	1800				
Engineer/Scientist 4	7200	1800				
Business/Engineering Analyst 1	7200	900				
Business/Engineering Analyst 2	5400	900				
Business/Engineering Analyst 3	3600	900				
Business/Engineering Analyst 4	3600	900				
Technical Communications Specialist 1	5400	1800				
Technical Communications Specialist 2	3600	1800				
Technical Communications Specialist 3	3600	900				
Technical Communications Specialist 4	1800	900				
Administrative Specialist 1	7200	900				
Administrative Specialist 2	5400	900				
Administrative Specialist 3	3600	450				
Administrative Specialist 4	3600	450				
TOTALS FOR BASE YEAR 2	99000	18000				
	=====	=====				

OFFEROR:

**LABOR HOURS, RATES AND COSTS
YEAR THREE OF BASE PERIOD**

LABOR CATEGORY	Labor Hours		Hourly Rate	Labor Costs		Total
	On-Site	Off-Site		On-Site	Off-Site	
Engineer/Scientist 1	16200	900				
Engineer/Scientist 2	14400	1800				
Engineer/Scientist 3	7200	1800				
Engineer/Scientist 4	7200	1800				
Business/Engineering Analyst 1	7200	900				
Business/Engineering Analyst 2	5400	900				
Business/Engineering Analyst 3	3600	900				
Business/Engineering Analyst 4	3600	900				
Technical Communications Specialist 1	5400	1800				
Technical Communications Specialist 2	3600	1800				
Technical Communications Specialist 3	3600	900				
Technical Communications Specialist 4	1800	900				
Administrative Specialist 1	7200	900				
Administrative Specialist 2	5400	900				
Administrative Specialist 3	3600	450				
Administrative Specialist 4	3600	450				
TOTALS FOR BASE YEAR 3	99000	18000				
	=====	=====				

OFFEROR:

**LABOR HOURS, RATES AND COSTS
YEAR ONE OF OPTION PERIOD**

<u>LABOR CATEGORY</u>	<u>Labor Hours</u>		<u>Hourly Rate</u>	<u>Labor Costs</u>		<u>Total</u>
	<u>On-Site</u>	<u>Off-Site</u>		<u>On-Site</u>	<u>Off-Site</u>	
Engineer/Scientist 1	16200	900				
Engineer/Scientist 2	14400	1800				
Engineer/Scientist 3	7200	1800				
Engineer/Scientist 4	7200	1800				
Business/Engineering Analyst 1	7200	900				
Business/Engineering Analyst 2	5400	900				
Business/Engineering Analyst 3	3600	900				
Business/Engineering Analyst 4	3600	900				
Technical Communications Specialist 1	5400	1800				
Technical Communications Specialist 2	3600	1800				
Technical Communications Specialist 3	3600	900				
Technical Communications Specialist 4	1800	900				
Administrative Specialist 1	7200	900				
Administrative Specialist 2	5400	900				
Administrative Specialist 3	3600	450				
Administrative Specialist 4	3600	450				
TOTALS FOR OPTION YEAR 1	99000	18000				
	=====	=====				

OFFEROR:

**LABOR HOURS, RATES AND COSTS
YEAR 2 OF OPTION PERIOD**

<u>LABOR CATEGORY</u>	<u>Labor Hours</u>		<u>Hourly Off-Site</u>	<u>Rate</u>	<u>Labor Costs</u>		<u>Total</u>
	<u>On-Site</u>				<u>On-Site</u>	<u>Off-Site</u>	
Engineer/Scientist 1	16200	900					
Engineer/Scientist 2	14400	1800					
Engineer/Scientist 3	7200	1800					
Engineer/Scientist 4	7200	1800					
Business/Engineering Analyst 1	7200	900					
Business/Engineering Analyst 2	5400	900					
Business/Engineering Analyst 3	3600	900					
Business/Engineering Analyst 4	3600	900					
Technical Communications Specialist 1	5400	1800					
Technical Communications Specialist 2	3600	1800					
Technical Communications Specialist 3	3600	900					
Technical Communications Specialist 4	1800	900					
Administrative Specialist 1	7200	900					
Administrative Specialist 2	5400	900					
Administrative Specialist 3	3600	450					
Administrative Specialist 4	3600	450					
TOTALS FOR OPTION YEAR 2	99000	18000					
	=====	=====					

OFFEROR:

FRINGE BENEFIT EXPENSE SCHEDULE

(TYPICAL CATEGORIES)	LAST FISCAL YEAR (ACTUAL) (1)	CURRENT FISCAL YEAR (PROJECTED) (2)	FUTURE FISCAL YEARS (PROJECTED) (2)					
			BASE PERIOD			OPTION PERIOD		
			YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	
SICK LEAVE	\$	\$	\$	\$	\$	\$	\$	
HOLIDAY								
VACATION								
ADMINISTRATIVE LEAVE								
WORKMAN'S COMPENSATION								
UNEMPLOYMENT INSURANCE								
FICA TAX								
GROUP INSURANCE								
TRAINING								
EDUCATIONAL AID								
PENSION								
EMPLOYEE MORALE								
OTHER (SPECIFY)	_____	_____	_____	_____	_____	_____	_____	_____
TOTAL EXPENSES	\$	\$	\$	\$	\$	\$	\$	\$
ALLOCATION BASE (3)								
AMOUNT:	\$	\$	\$	\$	\$	\$	\$	\$
NAME:								
FRINGE BENEFIT RATE	%	%	%	%	%	%	%	%

(1) FISCAL YEAR ENDING _____.

(2) PROVIDE THE BASIS FOR THE PROJECTED EXPENSES, INCLUDING REASONS FOR ANY SIGNIFICANT VARIANCES BETWEEN ACTUAL AND PROJECTED RATES.

(3) IDENTIFY ALLOCATION BASE

OFFEROR:

ON-SITE OVERHEAD EXPENSE SCHEDULE

(TYPICAL CATEGORIES)	LAST FISCAL YEAR (ACTUAL) (1)	CURRENT FISCAL YEAR (PROJECTED) (2)	FUTURE FISCAL YEARS (PROJECTED) (2)				
			BASE PERIOD			OPTION PERIOD	
			YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
SALARIES AND WAGES:							
INDIRECT LABOR	\$	\$	\$	\$	\$	\$	\$
OTHER COMPENSATION							
OVERTIME PREMIUM							
SICK LEAVE							
HOLIDAY							
VACATION							
SEVERANCE							
OTHER (SPECIFY)							
PERSONNEL EXPENSES:							
COMPENSATION INS							
UNEMPLOYMENT INS							
FICA TAX							
GROUP INSURANCE							
TRAVEL EXPENSE							
RECRUITING							
TRAINING							
PENSION							
OTHER (SPECIFY)							
SUPPLIES AND SERVICES:							
GENERAL OPERATING							
OFFICE AND PRINTING							
UTILITIES							
OTHER (SPECIFY)							
FIXED COSTS:							
OFFICE RENTAL							
EQUIPMENT RENTAL							
DEPRECIATION							
OTHER (SPECIFY)							
TOTAL EXPENSES	\$	\$	\$	\$	\$	\$	\$
ALLOCATION BASE (3)							
AMOUNT:	\$	\$	\$	\$	\$	\$	\$
NAME:							
ON-SITE OVERHEAD RATE	%	%	%	%	%	%	%

- (1) FISCAL YEAR ENDING _____.
- (2) PROVIDE THE BASIS FOR THE PROJECTED EXPENSES, INCLUDING REASONS FOR ANY SIGNIFICANT VARIANCES BETWEEN ACTUAL AND PROJECTED RATES.
- (3) IDENTIFY ALLOCATION BASE

OFFEROR:

OFF-SITE OVERHEAD EXPENSE SCHEDULE

(TYPICAL CATEGORIES)	LAST FISCAL YEAR (ACTUAL) (1)	CURRENT FISCAL YEAR (PROJECTED) (2)	FUTURE FISCAL YEARS (PROJECTED) (2)				
			BASE PERIOD			OPTION PERIOD	
			YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
SALARIES AND WAGES:							
INDIRECT LABOR	\$	\$	\$	\$	\$	\$	\$
OTHER COMPENSATION							
OVERTIME PREMIUM							
SICK LEAVE							
HOLIDAY							
VACATION							
SEVERANCE							
OTHER (SPECIFY)							
PERSONNEL EXPENSES:							
COMPENSATION INS							
UNEMPLOYMENT INS							
FICA TAX							
GROUP INSURANCE							
TRAVEL EXPENSE							
RECRUITING							
TRAINING							
PENSION							
OTHER (SPECIFY)							
SUPPLIES AND SERVICES:							
GENERAL OPERATING							
OFFICE AND PRINTING							
UTILITIES							
OTHER (SPECIFY)							
FIXED COSTS:							
OFFICE RENTAL							
EQUIPMENT RENTAL							
DEPRECIATION							
OTHER (SPECIFY)							
TOTAL EXPENSES	\$	\$	\$	\$	\$	\$	\$
ALLOCATION BASE (3)							
AMOUNT:	\$	\$	\$	\$	\$	\$	\$
NAME:							
OFF-SITE OVERHEAD RATE	%	%	%	%	%	%	%

- (1) FISCAL YEAR ENDING _____.
- (2) PROVIDE THE BASIS FOR THE PROJECTED EXPENSES, INCLUDING REASONS FOR ANY SIGNIFICANT VARIANCES BETWEEN ACTUAL AND PROJECTED RATES.
- (3) IDENTIFY ALLOCATION BASE

OFFEROR:

GENERAL AND ADMINISTRATIVE (G&A) EXPENSE SCHEDULE

(TYPICAL CATEGORIES)	LAST FISCAL YEAR (ACTUAL) (1)	CURRENT FISCAL YEAR (PROJECTED) (2)	FUTURE FISCAL YEARS (PROJECTED) (2)				
			BASE YEAR			OPTION PERIOD	
			YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
SALARIES AND WAGES:							
INDIRECT LABOR	\$	\$	\$	\$	\$	\$	\$
OTHER COMPENSATION							
OVERTIME PREMIUM							
SICK LEAVE							
HOLIDAY							
VACATION							
SEVERANCE							
OTHER (SPECIFY)							
PERSONNEL EXPENSES:							
COMPENSATION INS							
UNEMPLOYMENT INS							
FICA TAX							
GROUP INSURANCE							
TRAVEL EXPENSE							
RECRUITING							
TRAINING							
PENSION							
OTHER (SPECIFY)							
BID AND PROPOSAL							
INDEPENDENT R&D							
SUPPLIES AND SERVICES:							
GENERAL OPERATING							
OFFICE AND PRINTING							
UTILITIES							
OTHER (SPECIFY)							
FIXED COSTS:							
OFFICE RENTAL							
EQUIPMENT RENTAL							
DEPRECIATION							
OTHER (SPECIFY)							
TOTAL EXPENSES	\$	\$	\$	\$	\$	\$	\$
ALLOCATION BASE (3)							
AMOUNT:	\$	\$	\$	\$	\$	\$	\$
NAME:							
G&A EXPENSE RATE	%	%	%	%	%	%	%

(1) FISCAL YEAR ENDING _____.

(2) PROVIDE THE BASIS FOR THE PROJECTED EXPENSES, INCLUDING REASONS FOR ANY SIGNIFICANT VARIANCES BETWEEN ACTUAL AND PROJECTED RATES.

(3) IDENTIFY ALLOCATION BASE

OFFEROR:

INVENTORY OF PERSONNEL AS OF DATE OF PROPOSAL PREPARATION

<u>LABOR CATEGORY</u>	<u>NO. REQ</u>	<u>NUMBER OF EMPLOYEES AVAILABLE WITHIN COMPANY</u>	<u>NUMBER OF NEW HIRES PLANNED</u>	<u>NUMBER AVAILABLE FROM SUBCONTRACTORS AND CONSULTANTS</u>
Engineer/Scientist 1				
Engineer/Scientist 2				
Engineer/Scientist 3				
Engineer/Scientist 4				
Business/Engineering Analyst 1				
Business/Engineering Analyst 2				
Business/Engineering Analyst 3				
Business/Engineering Analyst 4				
Tech. Communications Specialist 1				
Tech. Communications Specialist 2				
Tech. Communications Specialist 3				
Tech. Communications Specialist 4				
Administrative Specialist 1				
Administrative Specialist 2				
Administrative Specialist 3				
Administrative Specialist 4				
TOTALS				

OFFEROR:

**OTHER DIRECT COSTS
(AMOUNTS SHOWN BELOW PROVIDED BY NETL)**

	Base Period Year 1	Base Period Year 2	Base Period Year 3	Base Period Subtotal	Option Period Yr. 1	Option Period Yr. 2	Grand Total
Other Direct Costs:							
Travel	\$150,000	\$150,000	\$150,000	\$450,000	\$150,000	\$150,000	\$750,000
Training	20,000	20,000	20,000	60,000	20,000	20,000	100,000
Materials & Supplies	300,000	300,000	300,000	900,000	300,000	300,000	1,500,000
Subcontracts	2,200,000	2,200,000	2,200,000	6,600,000	2,200,000	2,200,000	11,000,000
Totals	\$2,670,000	\$2,670,000	\$2,670,000	\$8,010,000	\$2,670,000	\$2,670,000	\$13,350,000